



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement
Under
5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau-wide

Classification Title: Supervisory Range/Forestry Technician (Fire)

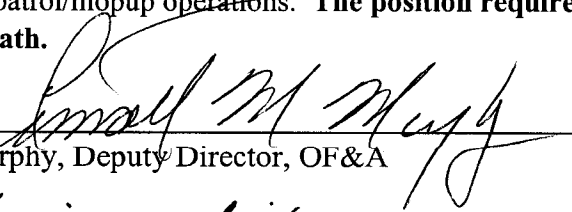
Organization Title: Squad Leader - IHC

Position Number: F194 Series and Grade: GS-0455/462-06/07

RECOMMENDATION FOR COVERAGE REVIEW:

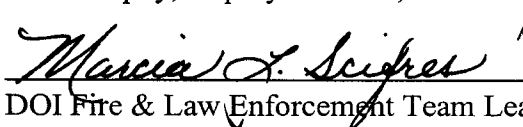
Secondary supervisory coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has supervisory duties in an organization having a firefighting mission. This is a position of a full-performance firefighter who is also responsible for supervising the work accomplished by a five person wildfire suppression and prescribed fire module. The incumbent provides technical and administrative supervision to the Interagency Hotshot Crew and spends at least 25% of the time on supervisory duties. During initial attack fire suppression activities, locates fireline, directs and participates in fireline construction, backfiring and burnout operations, engine and pump operations, tree falling and holding/patrol/mopup operations. **The position requires prior firefighting experience and is clearly in an established career path.**


Tim Murphy, Deputy Director, OF&A

11-2-01

Date


DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

11/7/2001

Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to the classification date of **July 21, 2001**. Approval is by DOI Secretary's Designee:


Deputy Assistant Secretary, Human Resources

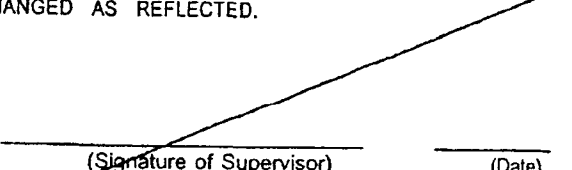
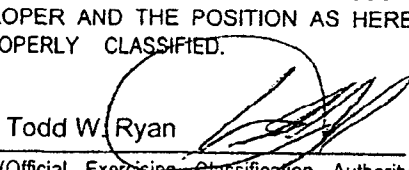
11/16/01

Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____		d. _____	
b. _____		e. _____	
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. F194 Supervisory Range/Forestry Technician (Fire)		SCHEDULE GS	SERIES 455/462
		GRADE 06	
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.		5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.	
 (Signature of Supervisor) _____ (Date) _____ TITLE _____		 Todd W. Ryan _____ 7/25/01 (Official Exercising Classification Authority) (Date) TITLE HR Specialist (Classification)	

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

Organizational title: Squad Leader - IHC

This supervisory position in the fire organization is being filled at a less than full performance level due to its critical nature and the extreme shortage of fully qualified personnel. The supervisor of the incumbent will be fully responsible to ensure that the incumbent has not only the necessary administrative qualifications and certifications at the next lower level to perform all duties that are assigned, but also has the necessary aptitude to fully apply those knowledges, skills, abilities, and other characteristics necessary to ensure the effective performance of duties and also the safety and security of personnel and equipment assigned to him/her for the particular operation.

The supervisor is responsible to provide the necessary guidance, preparation, and coverage for those duties that cannot yet be assigned to the incumbent to assure not only effective work accomplishment, safety, and security, but also the preparation of the incumbent for promotion to this positions full performance level of GS-07.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Department of the Interior, FLERT Specialist ABurck
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Name Signature and Title of Supervisor _____
 _____ Firefighter _____ Law Enforcement _____ Date _____
 _____ Primary _____ Secondary/Administrative _____ Sec/Supvy _____
 Approval Date _____

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. F194							
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither				12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive									
13. Competitive Level Code				14. Agency Use													
15. Classified/Graded by		Official Title of Position						Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management		Supervisory Range/Forestry Technician (Fire)						GS		455/462		07		TWT		7/25/01	
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title) Squad Leader - IHC										17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment Department of the Interior										c. Third Subdivision							
a. First Subdivision Bureau of Land Management										d. Fourth Subdivision							
b. Second Subdivision State Office										e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____ Date _____										Signature _____ Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-462 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111. GSSG Jun 98, HRCG-07							
Typed Name and Title of Official Taking Action Todd W. Ryan Human Resources Specialist (Classification)										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____ Date 7/24/01																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 8336(c) and 8412(d) ✓ Firefighter _____ Law Enforcement _____ Primary _____ Secondary/Administrative _____ Sec/Supvy _____ November 16, 2001																	
25. Description of Major Duties and Responsibilities (See Attached)																	

INTRODUCTION

This is a position of a full-performance Firefighter who is also responsible for supervising the work accomplished by a five person wildfire suppression and prescribed fire module. The incumbent has received formal and on-the-job training in the general duties and responsibilities of a Firefighter and in the specific duties and responsibilities involved as a member of a 20-person Interagency Hotshot Crew (IHC). The primary mission of the IHC is to provide mobile and highly trained crews for fire suppression.

MAJOR DUTIES

SUPERVISORY RESPONSIBILITIES (25% - 40%)

Provides technical and administrative supervision to an IHC Squad. The incumbent spends at least 25% of the time on supervisory duties. Plans work to be accomplished by subordinates, sets and adjusts short term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager. Effects minor disciplinary measures such as warnings and recommends other action in more serious cases. Interviews candidates for positions in the squad; recommends appointments, promotions, and reassignments to such positions. Identifies and provides for training needs. Finds ways to improve production or increase the quality of work directed.

Solicits applications and conducts diversity outreach for permanent workforce vacancies. Conducts interviews, hires for seasonal vacancies. Employees may work at more than one location, requiring coordination through the use of telephone, radio, or computer.

Provides leadership, allocates resources, and implements activities to accomplish Bureau (BLM) multi cultural organization direction and Equal Opportunity and Civil Rights requirements, goals, policies, and objectives.

Provides for crew safety and welfare and implements a training program in compliance with applicable requirements. Ensures work conditions conform to agency safety programs. Identifies and corrects job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with BLM and OWCP regulations. Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

Suppression 35%

During initial attack fire suppression activities, locates fireline, directs and participates in fireline construction, backfiring and burnout operations, engine and pump operations, tree falling and

holding/patrol/mop up operations. Constructs handline in vegetation and topography ranging from the sub-tropics of the Florida Everglades, to the tundra of Alaska and Canada, to the dense spruce-fir of the Rocky Mountains, and to the grass and cactus of the desert southwest. Uses a variety of specialized tools, equipment and techniques to actively suppress fires. Installs complex hose lays. Collects fire data such as fuel loading, tree stand density, fuel moisture, and weather. Monitors fire behavior, fire effects, and fire weather on management ignited prescribed fires and natural prescribed fires. Operates a variety of motor vehicles to transport equipment, supplies, crew members, etc. Performs basic first aid.

Deals with a variety of technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies areas of wildland fire management that require monitoring, researching, and recommends studies that address those areas. Incorporates the data and information obtained into wildland fire suppression and prescribed fire operations.

Fuels Management 15%

Participates in fuels management projects conducted by BLM units and other agencies. Monitors fire behavior, fire effects, and fire weather on prescribed fires and natural occurring fires managed for resource benefit. Performs fuel loading studies, fuel moisture monitoring, makes fire weather observation, and determines fuel moisture content for input into prescribed fire plans and during prescribed fire operations.

Training 10%

Instructs crew members in specific tasks and job techniques and provides written instructions, reference materials, and supplies. Gives on-the-job training to Firefighters in accordance with established procedures and practices. Informs crew members of available services and employee activities. May be assigned to other land management and natural resource projects to broaden his/her natural resource knowledge base and technical fire management abilities. Makes recommendations for similar assignments for team members.

Additional duties 5%

May serve as a unit representative on various task groups to develop action items and unit policy recommendations on fire management issues. May serve in ICS positions such as Crew Boss or Incident Commander Type IV on a wildland fire assignment. May serve in ICS positions such as Crew Boss, Strike Team Leader, Ignition Specialist, or Fire Effects Monitor on a prescribed fire assignment.

Other Significant Facts:

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

FACTORS

1. Knowledge Required by the Position (Level 1-4, 550 points)

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to crew members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of crew to safe location.

Knowledge of fire behavior including causes of fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line and where to be positioned to manage a wildland fire.

Detailed knowledge of the methods and procedures associated with wildland fire suppression and management to resolve a full range of irregular or problem situations when suppressing wildland fires. Certification as a Type IV Incident Commander is required.

Specific technical firefighting knowledge such as, but not limited to, fire engine and pump operations, handcrew operations and/or helicopter operations to enable the incumbent to function in assigned capacities and to instruct or lead others in those duties if necessary.

Specialized knowledge and necessary certifications in areas of falling, saw repair, long line certification, rappelling, pump operation and water handling.

Ability to use specialized equipment to respond to emergency medical services and urban interface/intermix situations.

Ability to use helicopter accessory equipment used in wildland fire management and prescribed burns.

Ability to operate fire engine hydraulic systems, foam and chemical application systems, taking into consideration effect of elevation, friction loss, pressure, pumping mechanisms, hose thread and apparatus differences, and operating procedures to lay hose and to operate equipment for peak utilization.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Skill in the use of hand tools such as pulaski, shovel, and McLeod; and power tools including chainsaw and portable pumps to build fireline and control wildland fire and to perform other non-fire related duties engaged in firefighting or preparation for such assignments.

Knowledge of fire terminology to communicate with other squad members.

Knowledge of fire behavior at the S-290/390 (Intermediate Fire Behavior/Fire Behavior Calculations) level. Knowledge of fire behavior prediction methods. Knowledge of wildland fire management planning, strategies, and tactics.

Ability to lead a fire suppression crew and to provide on-the-job training in proper and safe techniques, applications, methods, procedures and principles. This ability is used to effectively deal with the wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, and project work.

Knowledge of general range/forestry technician work in order to personally perform and lead others in the performance of a variety of work in such areas as hazard tree removal, hazard fuel reduction, prescribed burning, recreation, wildlife and watershed, as well as facility, vehicle and equipment maintenance and upkeep.

Knowledge of air operations, rappelling, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment. Knowledge of work procedures and practices in working with helicopters and aircraft.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, and 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the structure and function of the Department of the Interior and the Department of Agriculture, and the United States Forest Service sufficient to determine how they interact on an interagency basis.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Verbal and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Ability to perform basic computer technology skills such as word processing, electronic mail, internet use, and specialized fire information databases and programs.

Knowledge of the organization and the function of cooperative interagency fire organizations such as NWCG, NICC, GACC, state and local governments to facilitate fire operations in a multi-jurisdictional setting.

2. Supervisory Controls

(Level 2-3, 275 points)

The supervisor initially provides direction on the priorities, objectives, and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts with outside parties.

The incumbent exercises initiative in developing his/her own solution to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered. In such instances the technician may be expected to develop proposals for resolving the problem.

Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's crew has been assigned.

3. Guidelines

(Level 3-2, 125 points)

Most guidelines are in the form of oral instructions and training prior to actual fire suppression activities. Written guidelines are found in the Interagency Hotshot Crew Operations Guide. General guidelines can also be found in the annually published BLM Standards for Fire Operations.

Some guidelines are also contained in the, prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, the Fireline Handbook, Health and Safety Handbook, and other specific local guides pertinent to the local unit or specific to the type of work being performed.

Since every possible situation cannot be anticipated and covered in training, the employee must exercise independent judgment in selecting the appropriate methods, techniques, and procedures, especially in situations where the supervisor is not available for consultation. Guides such as safety regulations must be applied.

4. Complexity (Level 4-2, 75 points)

The work involves performing a variety of fire management tasks and leading the work of other employees in fire management activities. The technician must consider personnel capabilities, priorities, weather, terrain, guidelines, and established procedures to determine the appropriate action. Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods and crew safety when choices are limited, and conditions are hazardous.

5. Scope and Effect (Level 5-2, 75 points)

The purpose of the position is to perform fire suppression duties and lead a highly skilled organized crew, capable of managing wildland and prescribed fires and performing in other emergency incident management situations associated with the dynamic work environment encountered throughout various geographical locations. The work affects the management and protection of valuable natural resources, government facilities, life and private property from destruction by natural or human caused incidents. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

6&7. Personal and Purpose of Contacts (Level 2/B, 75 points)

Primary contacts are with the crew and others in the fire organization. Frequently has contact with comparable Federal, State, and local government agency personnel. Other contacts include visitors, private landowners, and local residents.

Contacts are made to exchange information, gather and clarify information, distribute and balance workload among crewmembers, resolve problems and answer technical questions, and report to supervisor on performance, progress, and training needs of crewmembers. Provides orientation, training, leadership, and coordination for the accomplishment of fire suppression activities with fire agencies.

Some of these contacts are to help solve priority conflicts, operational problems, and misunderstandings. Contacts with the general public during incident operations maybe with landowners to resolve operational tactics, encourage and/or require evacuation, or to ensure the safety of a curious public.

8. Physical Demands (Level 8-3, 50 points)

Arduous: Duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment

(Level 9-3, 50 points)

The work is primarily performed outdoors in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.